

## **COMPLIANCE MONITOR**

**APPLICATION DEADLINE IS WEDNESDAY, NOVEMBER 1, 2017 AT 11:59PM**

**Division:** Community Programs  
**Reports to:** Housing Program Manager - Energy  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full time  
**Salary Grade:** 32  
**Monthly Salary Range Minimum:** \$3,533  
**FLSA Classification:** Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Monitors program files and conducts on-site reviews of properties, as applicable, for the Weatherization Assistance Program (WAP) and the Low Income Home Energy Assistance Program (LIHEAP).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts on-site reviews of program records for LIHEAP and WAP to ensure program partners and beneficiaries comply with federal and state regulations.
- Understands and applies the regulations of WAP and LIHEAP to monitor program participants and make a determination of compliance.
- Reports results of non-compliance to the Housing Program Manager - Energy.
- Prepares monitoring reports for WAP and LIHEAP.
- Assists with research of federal regulations and development of monitoring procedures to ensure an effective compliance program.
- Researches best practices and prepares recommendations for policy and procedure updates.
- Makes presentations, participates in training programs, and provides technical support to WAP and LIHEAP sub-grantees.
- Maintains effective working relationships primarily by providing technical support to sub-grantees, federal Departments of Energy (DOE) and Health and Human Services (HHS), other state agencies, and internal agency personnel.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- High School Diploma or GED.
- Post-high school certification preferred, especially a Bachelor's Degree in a field relative to responsibilities in this position.
- One year of related experience in federal or state housing programs.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

#### **Knowledge, Skills, Abilities, and Competencies:**

- Knowledge of Office of Management and Budget (OMB) Circulars and other applicable federal regulations.
- Knowledge of program regulations and policies for WAP and LIHEAP.
- Ability to read, understand, and interpret regulations, laws, agreements, and organizational materials.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; builds and maintains positive relationships with internal and external constituents.
- Able to interact with the public and other governmental agencies in a responsible and professional manner.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with others in giving and obtaining information.
- Maintains credibility through sincerity, honesty, and discretion.
- Ability to handle private, personal information in a confidential manner.
- Ability to exercise good judgment in decision making.
- Ability to adapt to frequent procedural changes.
- Strong organizational skills.
- Ability to organize and prioritize work effectively.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

### **Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Regular in-state travel, including overnight travel (about 50% travel).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS**